



State of Michigan  
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David C. Hollister, Director

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May 20, 2004

Dear Rehabilitation Provider,

I hope this letter finds you well, and that your spring has been successful and fun! Enclosed with this cover letter you will find a documents titled, **"Vocational Rehabilitation Provider Monthly Activity Report Instructions," and "Vocational Rehabilitation Provider Monthly Activity Report."** These documents are the most recent and comprehensive revisions to the existing VR Closure Codes and Activity Report previously provided one year ago. They will replace the existing Codes. Based on feedback from providers, we have enhanced the codes by adding three new ones specifically designed for nurses/med managers. We also deleted some codes that aren't needed by med managers to streamline the reporting process. Finally, we gave the actual **Activity Report** a facelift, which should also help simplify monthly reporting. Once again, our goal is to provide you with an efficient tool for submitting relevant data, with the ultimate outcome being valid and comprehensive data within our professional arena.

The **EFFECTIVE DATE OF THESE LATEST CHANGES IS JULY 1, 2004.** So, you will have the rest of May and all of June to become comfortable with the codes, update your database, and notify us of any serious concerns or faults with the process. In July, you should begin tracking your workers' compensation VR activity using the new codes. All reports for July should be sent to the Workers' Comp Agency **BY THE THIRD WEEK IN AUGUST.** Based on reporting trends over the last year, I want to provide you with the following reminders, mainly because it is very important going forward that our processes are as consistent as possible:

- As an Agency Approved Provider, one of your responsibilities is to provide monthly reports. Recent stats show that only 38% of providers are actively reporting (Thank You to those who are!!). In reality, this should be 100%. If you no longer wish to be on the list, it's O.K., but please let us know.
- Reports should be sent *even if you don't have any workers' comp case activity for the month.* See Report Instructions for details.
- Reports should be sent by the end of the 3<sup>rd</sup> week of the month following the report period. Too many reports are coming in weeks behind, which makes it impossible to validate the statistics on a quarterly basis.

To obtain an electronic copy of the Monthly Activity Report, go to the Agency's website (<http://www.michigan.gov/wca>) and click on the "Vocational Rehabilitation" tab on the left-hand side. From there, click on the title "Monthly Activity Report" under "Other Information." The "Monthly Activity Report Instructions" document will also be

available there. Download the Monthly Activity Report template to your PC to use monthly. The completed forms should be sent to: [drcampb@michigan.gov](mailto:drcampb@michigan.gov).

Please don't hesitate to contact me with any questions on this process. We have tried to anticipate possible issues, but invariably things are missed. Thank you for your patience, your cooperation, and your input throughout this process. I truly believe the resulting information will assist all of us with our work in the future. As always, I look forward to talking with you again soon.

Sincerely,

A handwritten signature in black ink that reads "David R. Campbell". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

David R. Campbell  
Vocational Rehabilitation Consultant  
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